

How to Apply for a Food Service Permit

Step 1 – Determine the type of permit you need

Are you serving food for the public?

No

Private events do not need a permit

(By invitation only, such as potlucks or weddings)

Do you prepare food in a fixed location or in a mobile food unit?

Yes,
I prepare
varied menus
for clients.

**Caterer
Permit**

Yes,
I produce a
single or line
of similar
products for
retail sales.

**Limited Food
Manufacturer
Permit**

Yes,
I have a
traditional
restaurant.

**Fixed
Permit**

Yes,
I have a
mobile food
unit.

**Mobile
Permit**

Yes

Are you only serving food at events?

Yes,
I'm serving food at
multiple events
and locations.
(up to 1 year)

**Annual
Concessionaire
Event Permit**

Yes,
I'm only serving food
at one event at a
single location.

**Does the
event last
15-120 days?**
*(Ex. a farmer's
market)*

**Seasonal
Permit**

**Is the event
14 days or
less?**

**Temporary
Permit**

Step 2 – Fill out the application for plan review

The plan review process provides a detailed evaluation of an establishment and outlines the necessary requirements to comply with FDA Food Code.

Desktop application: pima.gov/2266



Step 2 – Apply for a permit

Fill out the appropriate online application.



**Annual
Concessionaire
Event Permit**



**Temporary/
Seasonal Permit**

Desktop application: pima.gov/2266

Step 3 – Pay your plan review fees

You will receive an email requesting payment to start the plan review process.

Step 3 – Pay your permit fees

You will receive an email requesting payment for your permit fee.

Pay in person, over the phone or by mail

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Caterer
Permit

Limited Food
Manufacturer
Permit

Fixed
Permit

Mobile
Permit

Step 4 – Plan approval

You will be notified throughout the plan review process if additional information is needed, and when the plans have been approved (approved plans expire after one year).

Step 5 – Apply for a permit

Once you complete your construction/ project, fill out a permit application online:

Desktop application: pima.gov/2266



Step 6 – Pay permit and inspection fees

Some fees are listed below. You can view a complete schedule of fees online:



Pay for the permit application and on-site inspection in person, over the phone or mail. An inspector will contact you to schedule the inspection.

pima.gov/2266

PLAN REVIEW FEE

PERMIT FEE

(Determined during plan review)

Caterer: Preparing or providing food for someone else to serve or serving prepared food at location.

(Examples: wedding service, event at a hotel)

\$480

\$345 - \$930

Limited Food Manufacturer: Produce products for retail sales. (Examples: baked items, sauces, salsas, dry mixes, etc.)

\$480

\$144 - \$590

Fixed: Traditional "brick and mortar" food establishment. (Examples: restaurant, convenience store, cafeteria, etc.)

Minor Remodel: **\$66**

Change of Owner: **\$56**

New Construction or
Major Remodel: **\$480**

\$144 - \$930

Mobile: Prepared food provided through a mobile unit.

\$230

\$58 - \$650

Annual
Concessionaire
Event Permit

Seasonal
Permit

Temporary
Permit

Step 4 – Payment receipt

After receiving proof of payment, you can operate your food service during the event dates indicated on your permit application.

Step 5 – On-site inspection

An inspector will show up during your event to conduct an inspection.

FULL SERVICE FEE

BEVERAGE/ SAMPLING FEE

Annual Concessionaire Event:

Attend multiple temporary events consecutively; must have a pressurized hand sink. (Examples: farmer's market, snack bars, school sports events)

1700A: **\$360**

1700B Non-Profit*:
\$180

1700C: **\$120**

Seasonal: Serve food at a single event lasting 15 to 120 days on a predetermined schedule. (Examples: farmer's market, snack bars, school sports events)

\$120
Non-Profit*: **\$60**

\$40
Non-Profit*: **\$20**

Temporary: Serve food at an event lasting no more than 14 consecutive days. (Examples: 4th Ave. Street Fair, festivals)

\$60
Non-Profit*: **\$30**

\$20
Non-Profit*: **\$10**

*Non-profit rates require a submission of 501c3 and fund use statement.